Blackboard Library Lab Exercises (Week 5)

How to Use the Lab Instructions

- You will find bulleted lists that will help you through this lab. **BOLDED** words in those lists are the key areas of Blackboard and names of the files you will create. The words in CAPS are the actions you need to perform to successfully complete this lab.

- You will also find the following icons in the instructions:

Take note of this item

A suggestion

Do This   An exercise

Explore a feature (optional)

OVERVIEW OF LIBRARY SERVICES LAB

In order to successfully complete this lab you must email Ann Jacobson (and cc {copy} your instructional designer) that you have completed the activities and that the content is available to look at in your Blackboard course site. **You may need to provide Ann with temporary access so she can see what you've done.**

This version is in Portable Document Format (PDF) for ease in printing, and requires the free Adobe Reader to open. If you don't have the Adobe Reader, you can download it at http://www.adobe.com/acrobat.

> **Note:** Prior to beginning this lab, you should have already taken the online orientation linked from the library home page AND submitted a feedback form from that orientation. If you have not taken the orientation, please exit this lab, go to the NPS Library homepage at http://www.nps.edu/Library/index.aspx , and complete it as well as the feedback form (found inside the orientation).

Who has access to the Library?

While anyone with an internet connection can access the Library's website and our online catalog (BOSUN), a Library Account is required to connect to many of our online resources and to borrow materials and request services such as Interlibrary Loan and Document Delivery.

All NPS faculty, staff, and students are entitled to a Library account. Most distance students are sent their Library account information when they register in the PYTHON database. However, we suggest verifying that your distance students have Library accounts set up. Those who do not (or are not aware that they do) can fill out the Library's Distance Learning Students Information form at http://library.nps.navy.mil/home/distanceform.htm.

LIBRARY LAB EXERCISES

The objectives of this lab are to provide you with an opportunity to:

- Familiarize yourself with Library resources that are relevant to your course/areas of interest
- Integrate Library resources and/or other Library information into the course you are developing

To accomplish these objectives, you will do the following:

1. Point your students to at least two Library resources (web pages or databases) that would be helpful if they need to do literature research related to your course (or other courses in your discipline)
2. Identify one key journal relating to your course/discipline, and ensure that your students know how to read/obtain articles from that journal
3. Provide either the citation for (along with directions on how to obtain it) or link to the full text of one journal article found using a Library database
4. Provide either the citation for (along with directions on how to obtain it), or link to the full text of, one DoD report
5. Ensure that your students know who their Librarian Subject Specialist is and how to contact him/her

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Do This > **Before beginning this lab**

Please do the following two (2) things:

1. OPEN the **Blackboard course** you are creating in one internet browser window and OPEN the **Library's homepage** in another internet browser window. To do so, click on this link:
   o http://www.nps.edu/Library/index.aspx
   Keep these two (2) browser windows open throughout the entire lab.

2. DECIDE where in your course site it would be most appropriate to provide students with the Library information and resources you will be collecting in this lab. After deciding where to put the information and resources:
   o GO to your **CONTROL PANEL** and SELECT the content area in your course where the information will reside. For example, **External Links** or **Course Documents** would both be good areas to store Library information and resources.
   o ADD a new folder inside the content area you selected and NAME it **Selected Research Resources.** Click **SUBMIT**.

1. DATABASES FOR LITERATURE RESEARCH

The library provides many databases for conducting literature research. For this section of the lab, you will need to complete <u>ONE</u> of the following practice alternatives:

A) Identify and describe two relevant databases in a folder inside your own Blackboard (Bb) course

or

B) Create links in a folder in your own Bb course to a library webpage that describes relevant databases

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<u>Alternative "A" Exercise:</u> Identify and describe two databases in a folder inside your own Blackboard course

First you will need to identify two (2) library databases with journal coverage in your areas of interest/expertise.   To do this, try one of the following two (2) options:

1. From the Library home page, CLICK **DATABASES** then select either **BY TITLE** (pick the appropriate letter) or **BY SUBJECT** (pick the appropriate subject)
or

2. From the Library home page, CLICK **LIBRARY RESOURCES BY TOPIC** then select **RESOURCES BY CURRICULUM**. If there is a page listed that applies to your course, CLICK on it.

Scan the page(s) and select two (2) relevant databases

You may want to note if the databases you select are full text vs. abstracts only, <u>and</u> if they are available only at NPS vs. being freely available on the web. Those that are NPS only have the Library's logo (▥) to the right of their name.

Do This   **Identify databases in a folder**

- In the **CONTROL PANEL** of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- Inside that folder, ADD a new sub-folder and NAME it **Library Databases for Journal Article Searches**
  - ADD a brief description of the folder in the **TEXT** box. You might say something like the following:

    In this folder you will find information about library databases that will help you do research for this course. All of the databases are available on the Library's Databases page.
    To access them from off campus you may need to use your Library account information to log in to the Library's Proxy Server.

- CLICK **SUBMIT** to finish folder creation
- For each database you want to reference, ADD an item inside the **Library Databases for Journal Article Searches** sub-folder
  - NAME the item the title of the database you are referencing
  - BRIEFLY EXPLAIN in the text description of each item what the database is and how to access it from the library homepage.
    - You may want to include the URL of the Library's home page or Databases page if you didn't do so in the description of the **Library Databases for Journal Article Searches** folder.

Since database URLs (web addresses) frequently change, it is best to provide your students with links to the library's Databases page (as in the example above) with directions on how to find the databases from that page. Links on the Databases page will always be kept current. If you choose to link directly to an individual database rather than to the Library's Databases page, if it is "NPS only" you must include the following at the beginning of the URL:
http://libproxy.nps.navy.mil/login?url=

Example:
Instead of having students link to the Web of Knowledge database directly (http://isi4.isiknowledge.com/), have them link to Library Databases page (http://library.nps.navy.mil/home/databases.htm), then direct them to click on the Web of Knowledge link on that page. If you want to link directly to the Web of Knowledge database then you need to route the URL through the library proxy server, as shown here: (http://libproxy.nps.navy.mil/login?url=http://isi4.isiknowledge.com/)

Example: ProQuest database description
Use ProQuest to find newspaper, magazine and journal articles on many of the management topics covered in this class.

Alternative "B" Exercise: Create links in your own Blackboard course to a Library webpage that describe relevant databases

As an alternative to identifying and describing the databases yourself, you may choose to link to a Library web page that describes the relevant databases for your course/discipline. To do this, try one of the following two (2) options:

1. From the Library home page, CLICK **DATABASES** then CLICK **BY SUBJECT** (click on the appropriate subject)

or

2. From the Library home page, CLICK **LIBRARY RESOURCES BY TOPIC** then CLICK **RESOURCES BY CURRICULUM** (click on an appropriate link)

Scan the list and select a relevant library page to which you would like to link.
If **RESOURCES BY CURRICULUM** does not include a page that is relevant to your department/curriculum/course, your Library Subject Specialist may be able to create one.

Do This   **Create a URL link to Library webpages in a folder**

- COPY the URL (web address) of the library web page you want to reference.
- In the **CONTROL PANEL** of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- Inside that folder, ADD and NAME the External Link
    - PASTE the link to the Library web page in the "URL" box
    - ADD a brief **DESCRIPTION** of the library web page if you desire

- o Make sure the link will be **VISIBLE** and will open the database in an **EXTERNAL WINDOW** by CLICKING "yes" on the appropriate radio buttons below the description box
  - o CLICK **SUBMIT** to finish creation of your external link
- REPEAT these steps for each library web page to which you want to create a link

Since database URLs (web addresses) frequently change, it is best to provide your students with links to a Library web page (as in the example above) with directions on how to find the databases from that page. Links to our databases will always be kept current on our pages. If you choose to link directly to an individual database rather than to a Library web page, if it is "NPS only" you must include the following at the beginning of the URL: **http://libproxy.nps.navy.mil/login?url=**

Example:
Instead of having students link to the Web of Knowledge database directly (http://isi4.isiknowledge.com/), have them link to Library Databases page (http://library.nps.navy.mil/home/databases.htm), then direct them to click on the Web of Knowledge link on that page. If you want to link directly to the Web of Knowledge database then you need to route the URL through the library proxy server, as shown here: (http://libproxy.nps.navy.mil/login?url=http://isi4.isiknowledge.com/)

2. JOURNAL IDENTIFICATION AND USE

The library provides access to many journals that can be used by you and your students. For this portion of the lab, you will need to complete the exercises below.

Do This **Find a journal in the Library catalog (BOSUN) and determine if the Library has "e-access" to it through either BOSUN or the Electronic Journals page**

- IDENTIFY a journal you consider important for this course (or for your area of interest/expertise)
- GO to the Library homepage (http://www.nps.edu/Library/index.aspx)
- CLICK on the **BOSUN** link (BOSUN is the Library's online catalog)
    - SEARCH for your journal in BOSUN
    - DETERMINE whether the library owns this journal in print and/or provides electronic access to it through BOSUN.
        - If your journal **is** found in BOSUN:
            - What is the date range of our print subscription, if available
            - Does BOSUN provide a link (URL) to the full text of the journal?
    - DETERMINE whether the **Electronic Journals** page provides a link to the full text of the journal
        - From the Library's Home page, CLICK on the **Electronic Journals** link
        - Scan the **By Title** list for the journal
    - If your journal **is not** found on either BOSUN or the Electronic Journals page:
        - Is there another journal in your field of interest/expertise?
        - If so, SEARCH for that journal repeating the steps above

> ⚠ Since the E-journals page is not comprehensive you might also explore a couple of relevant databases (on the **Databases** page) in your area – most have a feature allowing you to see a listing of included journals.

Do This   **Identify journal as an item in a folder and provide directions for locating and/or reading articles from that journal**

- In the **CONTROL PANEL** of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- ADD a new sub-folder inside Selected Research Resources and NAME it **Key Journals**
- CLICK **SUBMIT**
- ADD a new item in the Key Journals folder
- NAME the item with the journal title
- ADD a brief description in the **TEXT** box on how to access the journal

As with the first exercise, do NOT directly link to a particular licensed journal or database, since URLS frequently change. Instead, direct students to the appropriate Library web page or to BOSUN, and describe how to access the journal or database from there.

Example:
Anyone interested in keeping up on the business world should regularly read The Wall Street Journal. The Library does keep recent issues in print (call # W22) and back issues on microfiche. However, the easiest way to access it is from ProQuest, which is available on the Library's Databases page at http://library.nps.navy.mil/home/databases.htm.)

Since database URLs (web addresses) frequently change, it is best to provide your students with links to a Library web page (as in the example above) with directions on how to find the databases from that page. Links to our databases will always be kept current on our pages. If you choose to link directly to an individual database rather than to a Library web page, if it is "NPS only" you must include the following at the beginning of the URL: **http://libproxy.nps.navy.mil/login?url=**

Example:
Instead of having students link to the Web of Knowledge database directly (http://isi4.isiknowledge.com/), have them link to Library Databases page (http://library.nps.navy.mil/home/databases.htm), then direct them to click on the Web of Knowledge link on that page. If you want to link directly to the Web of Knowledge database then you need to route the URL through the library proxy server, as shown here: (http://libproxy.nps.navy.mil/login?url=http://isi4.isiknowledge.com/)

3. FULL TEXT ARTICLE LINKS AND CITATIONS

Based on your earlier perusal of the Library's Databases, you will need to select one that seems promising to search for an article on a topic that relates to your course. In this portion of the lab you will provide either a direct link (URL) to the full text of one article, or a citation and instructions for how to access the full text of one article related to your course or field of interest. If the **ProQuest** or **JSTOR** databases are relevant, use one of them, since they provide the capability to link directly to full text articles while observing copyright law. If you use a journal database other than ProQuest or JSTOR, you will instead need to provide the citation for the article, along with a description of how the student can access it for themselves.

> ⚠️ Copyright restrictions prevent you from posting a PDF or other full-text file from most licensed databases and journals directly into your Blackboard course or other course web site.

To complete the requirements for this portion of the lab you will need to complete ONE of the following practice alternatives:

A) Create a durable link in your Blackboard course to an article or articles in the ProQuest database

or

B) Create a direct link in your Blackboard course to an article in the JSTOR database by using a stable URL

or

C) Provide a citation in your Blackboard course to an article in a database other than the ProQuest or JSTOR databases

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Alternative "A" Exercise: Create a durable link to an article in the ProQuest database

ProQuest allows you to hyperlink directly to the full text of journal articles using *durable links*. This enables you to provide your students with direct access to the full text of individual articles in your Blackboard course or other website while observing copyright law.

Do This   **Find and link to an article from the ProQuest database**

- From the Library home page, CLICK **DATABASES** (lower-middle of page)
- CLICK the **ProQuest** link (bottom-right of page)
  - ○ ENTER your search terms in the **Search** box.

> Use the following guidelines to search on ProQuest:
> To search for an exact phrase, use double quotation marks
>   example: "business process reengineering"
> To search for all words beginning with a certain root, use *****
>   example: terror***** (will search for terror, terrorism, terrorist, etc.)
> To combine terms, use "and." Otherwise the system defaults to "or"
>   example: "smart card*" and military

- FIND a document that interests you and has a **Full Text** or **page image-pdf** link below the title of the article
- CLICK on the title of the article
- READ the article abstract to confirm that the article is relevant
- If you think the document is relevant to your class/topic, CLICK on the **Mark Article** checkbox at the top-left side of the page

> More than one article can be marked at once. To do that, CLICK the **Back To Results** button and CLICK in the square boxes to the left of each article you want to select.

- Once you have selected all the articles you want to use in your Blackboard course, CLICK on the **Marked List** tab at the top of the page
- CLICK on the **My Research Summary** tab above the articles
- CLICK on the **Edit the Information Below** link, just below the **Articles and Bibliography** tab
- CHANGE the title to **Articles in ProQuest**
- In the **Comments** box TYPE **These articles are available to you in ProQuest. If you access them from off campus you will need to log in through the Library's proxy server using your library account information.**
- CHANGE the next text bar that says **Marked Articles** to something else, like **Articles**
- In the next **Comments** box enter something like, **"These are excellent articles on _____"**
- If you would like for your students to be able to automatically re-execute the search that you did in ProQuest to see the other articles that come up, then KEEP the title bar called **Recent Searches** as is, and in the commentary TYPE something like, **"If you want to see other articles on this topic, click on this search to see what else is in ProQuest."**

- If you don't want students to be able to automatically re-execute your search, then CLICK on the link that says **"Remove all searches and don't show this group"**
- CLICK the **Update** button (lower-left of screen)
- CLICK on the **Download your search summary as a web page/HTML file** link (under the tabs near the top of the page)
- Use your browser functionality to SAVE the file (in a place where you can easily retrieve it) as follows:
  - CLICK on File/Save As
  - NAME and SAVE the file as a Web Page, <u>HTML only</u>

Do This　　　　**Make a link to the article in your Blackboard course**

There are at least two (2)different ways to do this:
1) Use ProQuest's **My Research Summary** to quickly create links to multiple articles, canned searches, and other resources in your Blackboard course.

or

2) Cleanly link to individual articles in your Blackboard course site. One drawback to this method is that it requires cutting and pasting of URLs, citation information, etc.

<u>**Alternative 1**</u>

- In the **CONTROL PANEL** of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- Inside that folder, ADD a new sub-folder and NAME it **Articles and Documents**
- CLICK **SUBMIT**
- ADD a new item to that folder
  - In the **NAME** field, SPECIFY a name such as **Articles in ProQuest**
  - In the **Text** box TYPE something like, **"Click on the link to read the article(s). If you would like to see other articles you might try clicking on the preconfigured search, too." You may also want to suggest that your students right click on the file to open it in a new window. This decreases the likelihood of them encountering difficulties accessing the article(s).**
  - Under **Content Attachments** BROWSE to the file you created earlier in ProQuest
  - NAME the link file something like, **"ProQuest articles and searches"** CLICK **SUBMIT**

⚠️ IGNORE any message(s) about missing files that might appear.

Alternative 2

- In the **CONTROL PANEL** of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- Inside that folder, ADD a new sub-folder and NAME IT **Articles and Documents**
- CLICK **SUBMIT**
- ADD a new **External Link** to the folder
- OPEN the file created earlier in ProQuest by clicking on its icon so it opens in your browser window
- COPY the title of the article from the ProQuest html file in your browser window
- GO to the Blackboard browser window and PASTE the title in the External Link's **Name** field
- GO back to the ProQuest html file you already have open and copy the URL (web address) as it appears in the browser window
- GO to the Blackboard browser window and ERASE the existing http:// in the **URL** field (if necessary)
- PASTE the copied URL into the **URL** field (it will be a very long URL)
- In the **Description** field, you might want to cut and paste the rest of the citation for the article from your ProQuest html file.
- CLICK the **Launch Item in external window** "yes" radio button under **Options.** CLICK **Submit**

For both of the above alternatives, students using computers from off campus will need to use their Library account information to log in to the Library's proxy server

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Alternative "B" Exercise: Create a direct link to an article in the JSTOR database

Do This   **Locate an article in the JSTOR Database**

- From the Library home page, CLICK **DATABASES** (lower-middle of page)
- CLICK the **JSTOR** link (bottom-right of page)
- CLICK the **Search** button (middle of page)
- ENTER your search terms in the top text bar in the middle of the page.

> ⚠ Use the following guidelines to search on JSTOR:
> To search for an exact phrase, use the exact name
>   example: business process reengineering
> To combine terms, use the "and", "or" and "near" drop boxes to the left of the exact text boxes.

- SCROLL DOWN to the **SELECT DISCIPLINES OR JOURNALS** portion of the page and SELECT the checkbox of the content area you will search
- SCROLL DOWN to the bottom of the page and SELECT any **Type** or **Date** parameters you would like to set for your search
- CLICK the **Begin Search** button

> ⚠ *If* too many results are found, JSTOR will ask you to modify your search. To modify your search manually, CLICK the **Modify Search** button and repeat the process you just completed. Be sure to ADD more terms to narrow your search.
> To have JSTOR modify your search, click on one of the three (3) links in the middle-left side of the page.

- SCROLL through the page to find an article that interests you
- When you have selected an article, CLICK on the **Citation** or **Citation/Abstract** link found below the title of the article

> **Do This**   **Create a Link from the JSTOR Database**

- In the **CONTROL PANEL** of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- Inside that folder, ADD a new sub-folder and NAME IT **Articles and Documents**
- CLICK **SUBMIT**
- ADD an EXTERNAL LINK in that folder
- GO to the database browser window and COPY the title of the article
- GO to the Blackboard browser window and PASTE the title in the **Name** field
- GO to the database browser window and COPY the web link to the article, found in the middle of this page (after the words, **Stable URL:**) beginning with the **http** portion of the address
- GO to the Blackboard browser window and ERASE the existing http:// in the **URL** field (if necessary)
- PASTE the copied URL into the **URL** field
- You may choose to copy and paste the rest of the citation into the **DESCRIPTION** field.

> Students accessing the article link from outside the NPS firewall will need to log in to the Library's Proxy Server. To provide a link that will allow them to do this, insert the following code into the beginning of the URL that you just pasted into the URL field:
>
> **http://libproxy.nps.navy.mil/login?url=**
>
> **Example of URL for JSTOR article:**
> **http://libproxy.nps.navy.mil/login?url=**http://links.jstor.org/sici?sici=0001-8392%28199803%2943%3A1%3C58%3APAAROC%3E2.0.CO%3B2-W

- CLICK the **Launch Item in external window** "yes" radio button under **Options**
- CLICK **Submit**

Alternative "C" Exercise: **Provide a Citation to an Article in a Database other than ProQuest or JSTOR , Along With Directions on How to Obtain the Full Text of the Article**

Do This   **Create an article citation from a Database**

- From the Library home page, CLICK **DATABASES**
- FIND a relevant database to search
- CLICK on the database you have selected
- ENTER your search terms and SEARCH the topic
- Inside the **CONTROL PANEL** of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- ADD a subfolder called **Articles and Documents**
- ADD a brief **DESCRIPTION**.   CLICK **SUBMIT.**
    - CREATE an item for the article you would like to include
    - NAME the item with the article's title
    - In the Text area provide the citation and explain how students can access the article
- CLICK **SUBMIT**

If the article is <u>full text</u> in another database, provide the citation along with information on how to access the article.

For example:
 Please read the article cited below. You can read the full text in IEEE
 Xplore which is *available on the Library's*
<ahref="http://library.nps.navy.mil/home/databases.htm"
target="new">Databases page.

If the full text version of the article is <u>not available in the database</u>, you have a bit more work to do because you need to go to **BOSUN** and/or the **E-Journals** page to determine if the Library provides either print or online access to the article. If neither option is available, you should, for the purposes of this exercise, search for a different article.

Since database URLs (web addresses) frequently change, it is best to provide your students with links to a Library web page (as in the example above) with directions on how to find the databases from that page. Links to our databases will always be kept current on our pages. If you choose to link directly to an individual database rather than to a Library web page, if it is "NPS only" you must include the following at the beginning of the URL: **http://libproxy.nps.navy.mil/login?url**=

<u>Example:</u>
Instead of having students link to the Web of Knowledge database directly (http://isi4.isiknowledge.com/), have them link to Library Databases page (http://library.nps.navy.mil/home/databases.htm), then direct them to click on the Web of Knowledge link on that page. If you want to link directly to the Web of Knowledge database then you need to route the URL <u>through</u> the library proxy server, as shown here: (http://libproxy.nps.navy.mil/login?url=http://isi4.isiknowledge.com/)

4. FULL TEXT LINKS TO DOD REPORTS

Background: The Defense Technical Information Center (DTIC) is a clearinghouse for DoD sponsored and conducted research reports. Their STINET database can be used to search for (and in many cases download the full text of) the reports they receive. Some of those reports include, but are not limited to:

- Theses and technical reports from all of the military schools, including NPS
- Reports from agencies such as Center for Naval Analyses, RAND, Logistics Mgmt. Institute, GAO, DoD IG, and many more

Do This　　　　**Create a Direct Link to a Document in the STINET Database**

- From the Library home page, CLICK **DATABASES**
- CLICK the **DTIC's STINET** link (middle-right of page)
- CLICK the **Collections** link (upper-middle of page)
- ENTER your search terms in the **Search** box.

Use the following guidelines to search on STINET
To search for an exact phrase, use double quotation marks
　　　　example:　　"business process reengineering"
 To search for all words beginning with a certain root, use *****
　　　　example:　　terror***** (will search for terror, terrorism, terrorist, etc.)
 To combine terms, use "and." Otherwise the system defaults to "or"
　　　　example: "smart card*****" and military

- FIND a document that interests you and has a button labeled **Citation/Document(s)** in the right hand column
- CLICK on the **Citation/Document(s)** button and READ the document description

You will notice that the full text of the document is available through a pdf file link (upper-left side) and a URL link (middle-left side) called a "DTIC handle."

- If you think the document is relevant to your class/topic, COPY the actual URL link ("DTIC handle")
- In the **Control** Panel of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- GO to the **Articles and Documents** sub-folder
- ADD an **EXTERNAL LINK** inside that folder and NAME it (perhaps the title of the article)

- PASTE the link to the document's DTIC "handle" in the **URL** box
- ADD a brief description of the item in the **TEXT** box, such as the document's citation and abstract
- Make sure the link will be **VISIBLE** and will open the article in a **NEW WINDOW** by clicking "yes" on the appropriate radio buttons below the description box
- CLICK the **SUBMIT** button to finish creating the links

4. FINDING AND KNOWING YOUR LIBRARIAN SUBJECT SPECIALIST

Each of the Library's Research Librarians acts as a Subject Specialist to one or more NPS schools, academic departments, centers, institutes, etc. The Subject Specialist is responsible for purchasing books and other materials to support their subject areas, and is available to provide library resource instruction, research guidance, customized web resource pages, and other services as appropriate. In this portion of the lab you will learn who your Librarian Subject Specialist is and will ensure that your students know how to contact him/her.

You will need to complete <u>one</u> (1) of the following two (2) activity alternatives to determine who your Librarian Subject Specialist is and how to contact him/her, and provide that information to your students in the Blackboard course:
- A) Identify your Subject Specialist through the IDL course site on Blackboard
- B) Identify your Subject Specialist through the Library's web site

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Alternative "A" Exercise: Identify your Library Subject Specialist through the IDL course site

Do This   **Identify and Contact using IDL site**

- Go to the NPS Blackboard site at http://nps.blackboard.com/
- LOGIN to Blackboard
- CLICK on the IDL Spring '04 link (**IDL_SP04: Interactive Distributed Learning**)
- CLICK on the **Staff Bios** link at the top-left of the page
- SCROLL to the bottom of the page
- CLICK on the **Library Support For Distributed Learning** link found at the bottom of the page
- FIND your Subject Specialist by reading the information posted
- NOTE their name, phone, email, and other pertinent information
- Send your Subject Specialist an email telling them you are enrolled in the IDL course and want to introduce yourself. You will need to use **ITWARRIOR** if you are using one of the DLRC laptop computers.
- In the **Control** Panel of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- Inside the **Selected Research Resources** folder, ADD an **Item**
- NAME the item in the **NAME** box that appears
  - You might name it **Library Subject Specialist, or Get Help From a Librarian!**
- TYPE a brief **DESCRIPTION** of the item (the Subject Specialist's name and contact information). You might explain about Library Subject

Specialists and how your students can contact them with questions relevant to the course they will be taking
- SCROLL to the bottom of the page
- CLICK the **SUBMIT** button to complete the item

Alternative "B" Exercise: Identify your Library Subject Specialist through the Library homepage

Do This **Identify and Contact using the Library Homepage and NPS Intranet**

- Go to the LIBRARY HOMEPAGE at http://www.nps.edu/Library/index.aspx
- CLICK on the **About the Library** link at the top-middle of the page
- CLICK on the **Subject Specialists** link at the bottom of that page
- FIND the name of your Library Subject Specialist by SCROLLING down the page
- USE the **NPS Intranet Phone Search** (http://intranet.nps.navy.mil/PhoneSearch/PhoneSearch.asp) to find the email address of your Library Subject Specialist (search for him or her by name)
- NOTE their phone, email, and other pertinent information
- Send your Subject Specialist an email telling them you are enrolled in the IDL course and want to introduce yourself. You will need to use **ITWARRIOR** if you are using one of the DLRC laptop computers.
- In the **Control** Panel of your Blackboard course, GO to the **Selected Research Resources** folder you created at the beginning of this lab
- Inside the **Selected Research Resources** folder, ADD an **Item**
- NAME the item in the **NAME** box that appears
  - You might name it **Library Subject Specialist, or Get Help From a Librarian!**
- TYPE a brief **DESCRIPTION** of the item (the Subject Specialist's name and contact information). You might explain about Library Subject Specialists and how your students can contact them with questions relevant to the course they will be taking
- SCROLL to the bottom of the page
- CLICK the **SUBMIT** button to complete the item

Congratulations! You have now successfully populated your course with relevant research tools and content! See the handout called "Integrating Library Resources Into Your Blackboard Course" (or go to http://library.nps.navy.mil/home/blackboard.htm) for additional ideas. You have also been provided with handouts on embedding ProQuest and JSTOR URLS into your Blackboard course for your future reference.

To receive credit for this lab, please send Ann Jacobson a message when you have completed the tasks. Please cc (copy) your instructional designer. Ann will follow up by looking at the content you've placed in your course site. If she has any comments or suggestions she will let you know within a few days of receiving your message. Alternatively, you may show Ann your completed work prior to leaving the lab session.

You must also complete the **Library Lab Quiz** and **Feedback Survey** located in the IDL course site/Labs/Library Support for Distributed Learning (Week 5)/Library Lab Activities Folder.